

# Leave Sharing Request - Create

## QUICK REFERENCE GUIDE

Use this procedure to Create a leave sharing request, for an employee using the Leave Sharing program.

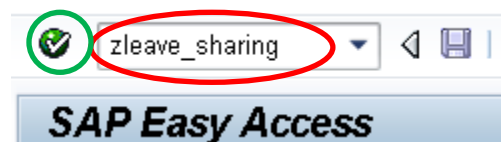
### ZLEAVE\_SHARING

A Payroll Officer/HRG will perform this process when an employee has requested annual or sick leave sharing request. This request will electronically workflow to the Leave Sharing Approver for approval.

#### Prerequisites:

- Employee is active in KHRIS
- You have access to the employee requesting leave
- Employee must be complete the leave sharing request form from the Personnel website.

<https://extranet.personnel.ky.gov/Pages/OldForms.aspx>



Enter the Transaction code (**zleave\_sharing**) in the command field

Click the **green check**

Many options exist on this form for leave sharing. In this example, we are showing how to request sick leave. For specifics on the other leave sharing options here, please reference the corresponding QRGs referencing each option.

### Leave Sharing

 Next

Leave Sharing

☒ Request Leave



☐ Donate Leave

☐ Return Leave

☐ Amend Existing Request

Request Leave radio button should already be selected. Click the **Next** button

### Leave Sharing Request

 Submit 

Leave Sharing

Recipient Personnel No

Date of Event **From**  **to**

Leave Type

No. of Hours

Requestor's Comments

Enter all the required fields from the Leave Sharing Request. The information can be found on the Leave Sharing Request completed by the employee. This information includes the :

**Enter the Employee's PERNR in the "Recipient Personnel No" field**

**Date of the Event is entered in the "From" and "to" fields**

**Enter the type of Leave sharing in the "Leave Type" field (06=Sick or 07 = Annual)**

Data element for leave type (1) 2 Entries f

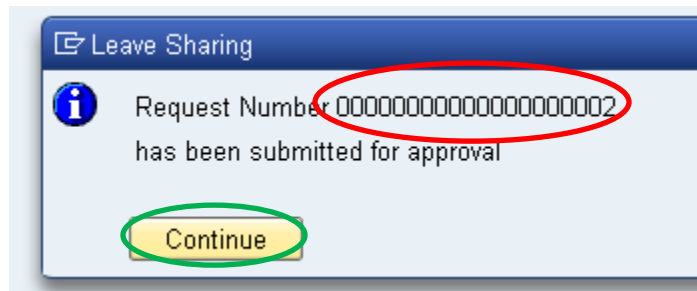
Leave Ty...	Short Descri...
06	Sick leave
07	Annual leave

**Next the requested hours should be entered in the "No. of Hours" field**

Any Comments may be entered in the "Requestor's Comments" section.

The Requestor's Comments section is not a required field. It is available if you need to include any additional information concerning the leave request which may be needed by the Leave Sharing Approver.

Click the **Submit** button after the required fields have been completed.



After KHRIS validates the information a confirmation number will be displayed. Please write this **Request Number** on the Leave Application.

Click **Continue**.

The Request must now be approved by the Agency Leave Approver.

To view the Leave Request after it has been approved view Infotype 9003